

HS40-OWI-017

Revision J

EFFECTIVE DATE: July 23, 2008

ORGANIZATIONAL ISSUANCE

HS40

TRAINING OFFICE PROCESSES

**APPROVING
AUTHORITY**

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DATE

July 23, 2008

Organizational Issuance HS40		
Training Office Processes	HS40-OWI-017	Revision: J
	Date: July 23, 2008	Page 2 of 13

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		5/22/02	This document replaces CD20-OWI-001 due to Department restructure and changes in processes.
Revision	A	10/22/02	Document revised to incorporate changes and additions in Department processes.
Revision	B	4/14/03	Document revised to incorporate changes and additions in Department processes.
Revision	C	5/27/03	Document revised to incorporate editing changes.
Revision	D	9/15/03	ASRI definition was added.
Revision	E	6/2/04	Changes/additions to the Self-Study Learning Center flow diagram.
Revision	F	10/21/04	This revision is to bring this document in compliance: Changes per HQ Review Action (CAITS 04-DA01-0387)
Revision	G	3/11/05	Per the Center Reorganization effective December 12, 2004, CD20/Employee and Organization Development Department has been changed to HS40/Learning and Organization Development Office.
Revision	H	6/13/06	Per the Center's Reorganization effective 03/31/06 HS40 Employee and Organizational Development Office changed to HS40 Training and Incentives Office.
Revision	I	9/29/06	Document revised to incorporate changes and additions in Department processes.
		9/13/07	Document Review.
Revision	J	7/23/08	Document revised to incorporate edits and to incorporate changes to training request processes with regards to the NSSC and SATERN.

CHECK THE MASTER LIST-VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Organizational Issuance HS40		
Training Office Processes	HS40-OWI-017	Revision: J
	Date: July 23, 2008	Page 3 of 13

1. PURPOSE

This Organizational Issuance (OI) establishes instructions for managing the identification and delivery of necessary training to meet the requirements of Marshall Management Manual, MPD 1280.1. The purpose of the OI is to document the processes by which the Training and Incentives Office (TIO) provides training and conferences for Marshall Space Flight Center (MSFC) personnel performing services directly affecting quality.

2. APPLICABILITY

This OI applies to the Training and Incentives Office.

3. AUTHORITY AND APPLICABLE DOCUMENTS

3.1 AUTHORITY

MPD 1280.1, Marshall Management Manual (MMM)

3.2 APPLICABLE DOCUMENTS

NPR 1441.1, NASA Records Retention Schedules

4. DEFINITIONS

Center Training Officer (CTO) - A representative for the Center who reviews/approves training for MSFC employees via SATERN.

Contracting Officer Technical Representative (COTR) - A person who exercises specific authority and responsibility delegated by the Contracting Officer (CO) (See PS-OWI-12). This individual represents the CO by providing technical management of the contract.

Contractor – Vendor, consultant, or person working under contract.

E-Learning - Interactive online training programs.

External Training - Education conducted in facilities not managed by Marshall.

Internal Training - Education conducted in Marshall managed facilities (Marshall Institute at Space & Rocket Center, Marshall Institute at 4200, Self-Study Learning Center, and/or other MSFC conference rooms and facilities).

Learner - Any person for whom a record has been created in the Learner's section of the System for Administration, Training, and Educational Resources for NASA (SATERN) Learner

Organizational Issuance HS40		
Training Office Processes	HS40-OWI-017	Revision: J
	Date: July 23, 2008	Page 4 of 13

Management area including civil servant employees, contractors, and others for whom you wish to keep learning records and to register for courses.

MSFC - Marshall Space Flight Center.

NASA Shared Services Center (NSSC) - The facility for which administrative tasks across NASA in the areas of Human Resources, Financial Management, Procurement, and Information Technology is consolidated.

O&LD - Organization and Leadership Development Office.

System for Administration, Training, and Educational Resources for NASA (SATERN) - NASA Online Registration System - NASA's web-based training registration site that allows employees and supervisors to sign up. Monitor and approve/deny all training registration requests from any internet-ready computer.

Self Study Learning Center (SSLC)/Marshall Institute (MI) - The learning resources center is located in Building 4200, Room G13.

Supervisor - The organizational line manager who provides supervisory functions and responsibilities for employee positions requiring training and/or certification.

Training and Incentives Office Manager - The person who manages the Training and Incentives Office.

Training Consultant (TC) - The Training and Incentives Office person(s) designated to provide the administrative functions of training, scheduling, procurement, and documentation in the case of Internal Training approval in SATERN. The TC is also designated to design and develop specialized training courses; assess, and analyze organizations' training and developmental needs.

Training Coordinator - An organization's person(s) designated to review training requests for completion in the case of External Training approval in SATERN.

WTI - WILL Technology, Inc.

5. INSTRUCTIONS

See attached flow charts.

6. NOTES

None

Organizational Issuance HS40		
Training Office Processes	HS40-OWI-017	Revision: J
	Date: July 23, 2008	Page 5 of 13

7. SAFETY PRECAUTIONS AND WARNING NOTES

None

8. APPENDICES, DATA, REPORTS, AND FORMS

NASA Form 1735, Request For Approval of Training and Conferences

MSFC Form 2059, Training Program Evaluation

9. RECORDS

NASA Form 1735 and course roster for onsite training and conferences shall be retained in accordance with NPR 1441.1, NASA Records Retention Schedules, Schedule 3 Item 33 (AFS #3400). **The minimum retention is three years.**

10. TOOLS, EQUIPMENT, AND MATERIALS

None

11. PERSONNEL TRAINING AND CERTIFICATION

None

12. FLOW DIAGRAM

See attached flow diagrams for the following processes:

12.1 EXTERNAL TRAINING REQUEST PROCESS:

- 12.1.1 Complete & Approved (Course Cost < \$3000)
- 12.1.2 Complete & Approved (Course Cost \geq \$3000)
- 12.1.3 Approved, with \leq 7 Business Days Notice

12.2 INTERNAL TRAINING REQUEST PROCESS:

- 12.2.1 Civil Servant with 1-Step Approval
- 12.2.2 Contractor with 2-Step Approval

12.3 SPECIAL REQUEST PROCESS: COURSES >\$25K

12.4 SELF-STUDY LEARNING CENTER

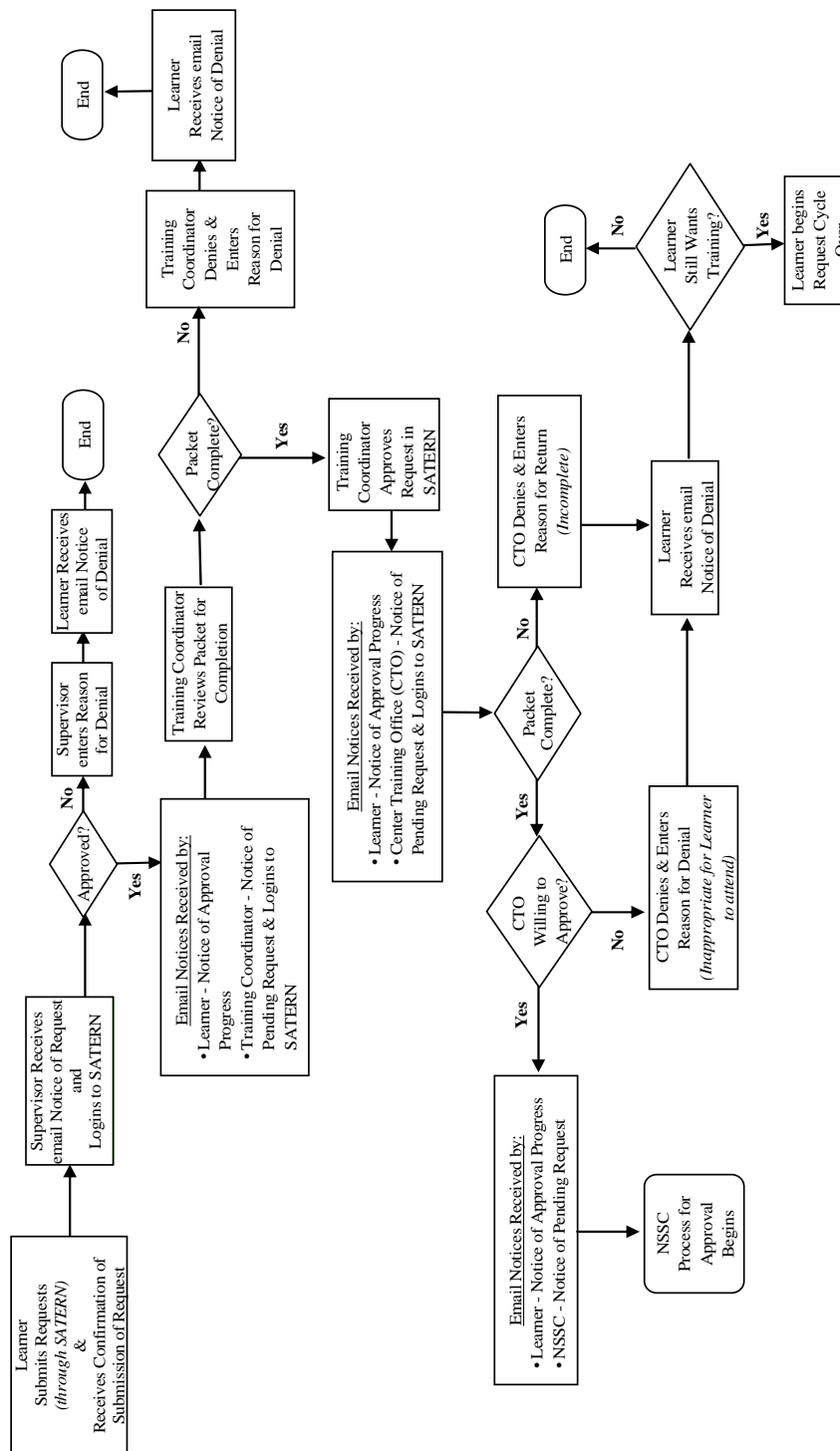
- 12.4.1 Loan Process
- 12.4.2 Waitlist Process

Organizational Issuance HS40		
Training Office Processes	HS40-OWI-017	Revision: J
	Date: July 23, 2008	Page 6 of 13

EXTERNAL TRAINING REQUEST PROCESS:
12.1.1 Complete & Approved (Course Cost < \$3000)

PROCESS A

EXTERNAL TRAINING REQUEST PROCESS: Complete & Approved (Course Cost < \$3000)

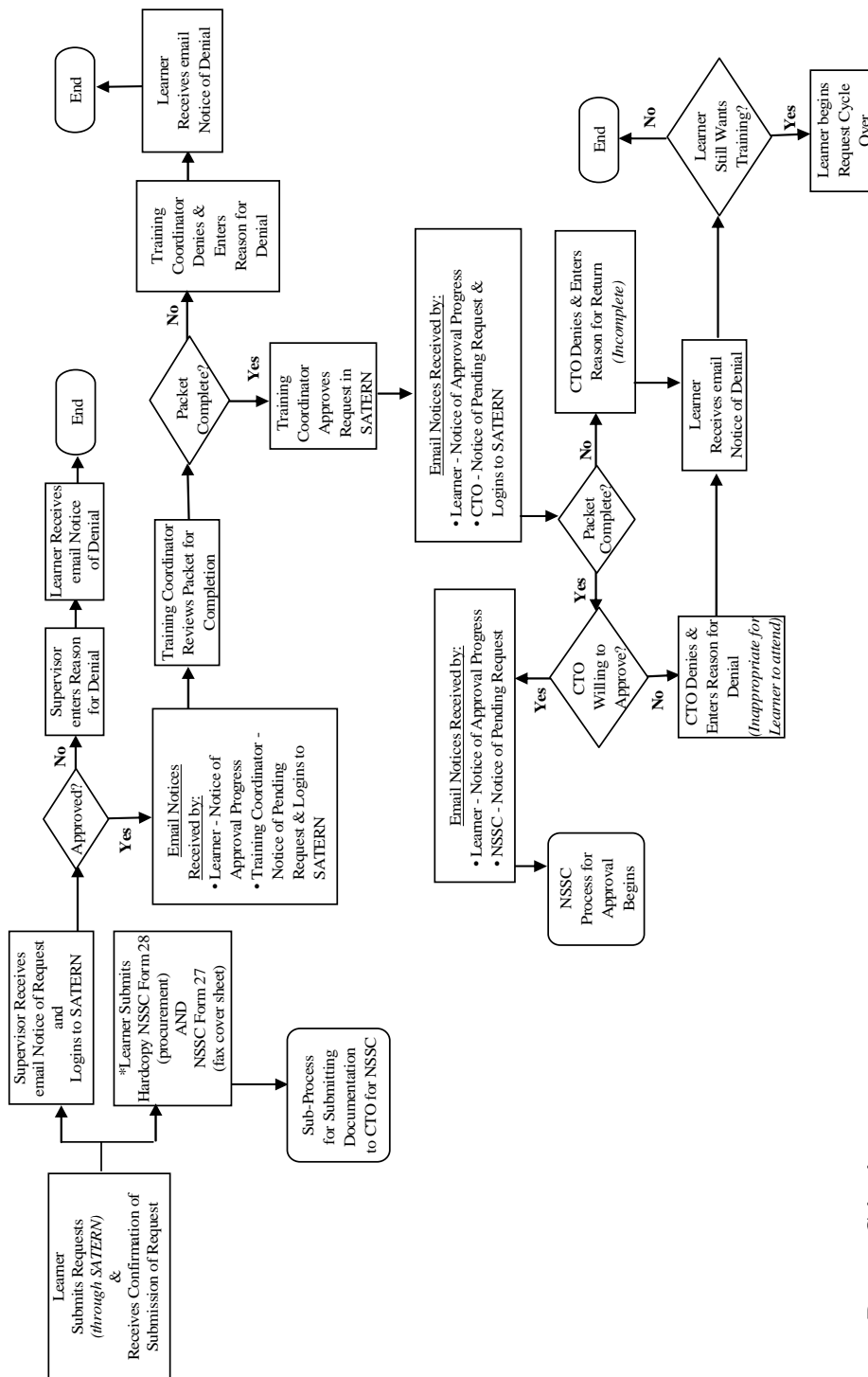


Organizational Issuance HS40		
Training Office Processes	HS40-OWI-017	Revision: J
	Date: July 23, 2008	Page 7 of 13

EXTERNAL TRAINING REQUEST PROCESS:
12.1.2 Complete & Approved (Course Cost \geq \$3000 to \$100,000)

PROCESS B
EXTERNAL TRAINING REQUEST PROCESS: Complete & Approved (Course Cost \geq \$3000 to \$100,000)

*unless procured from a Government Agency (i.e. OPM, FEI)



Process Criteria
 NSSC Form 27 and 28 must be submitted **HARDCOPY** to the Center Training Office (CTO)

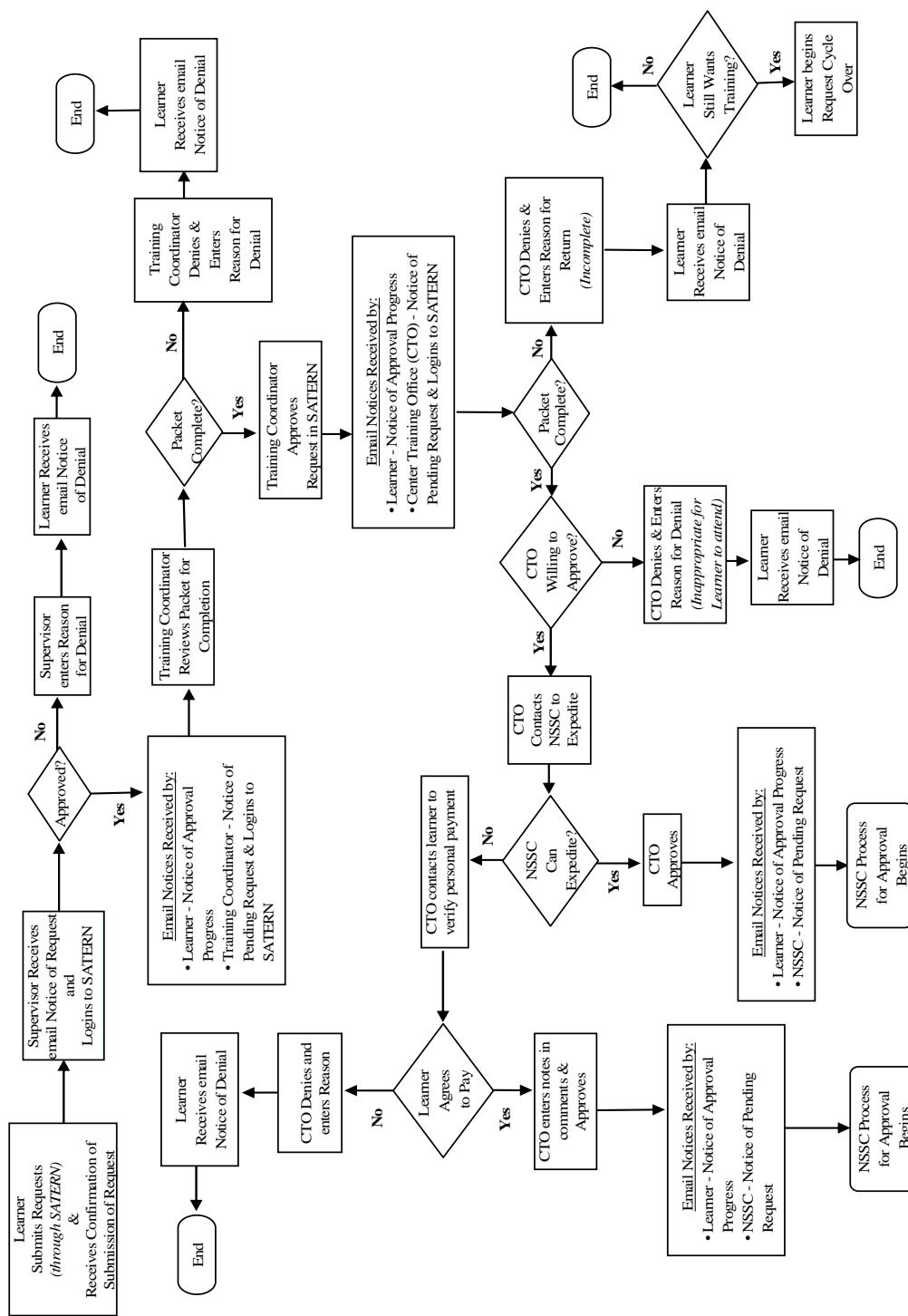
Organizational Issuance HS40		
Training Office Processes	HS40-OWI-017	Revision: J
	Date: July 23, 2008	Page 8 of 13

EXTERNAL TRAINING REQUEST PROCESS:

12.1.3 Approved, with ≤ 7 Business Days Notice

EXTERNAL TRAINING REQUEST PROCESS: Complete & Approved, with ≤ 7 Business Days Notice

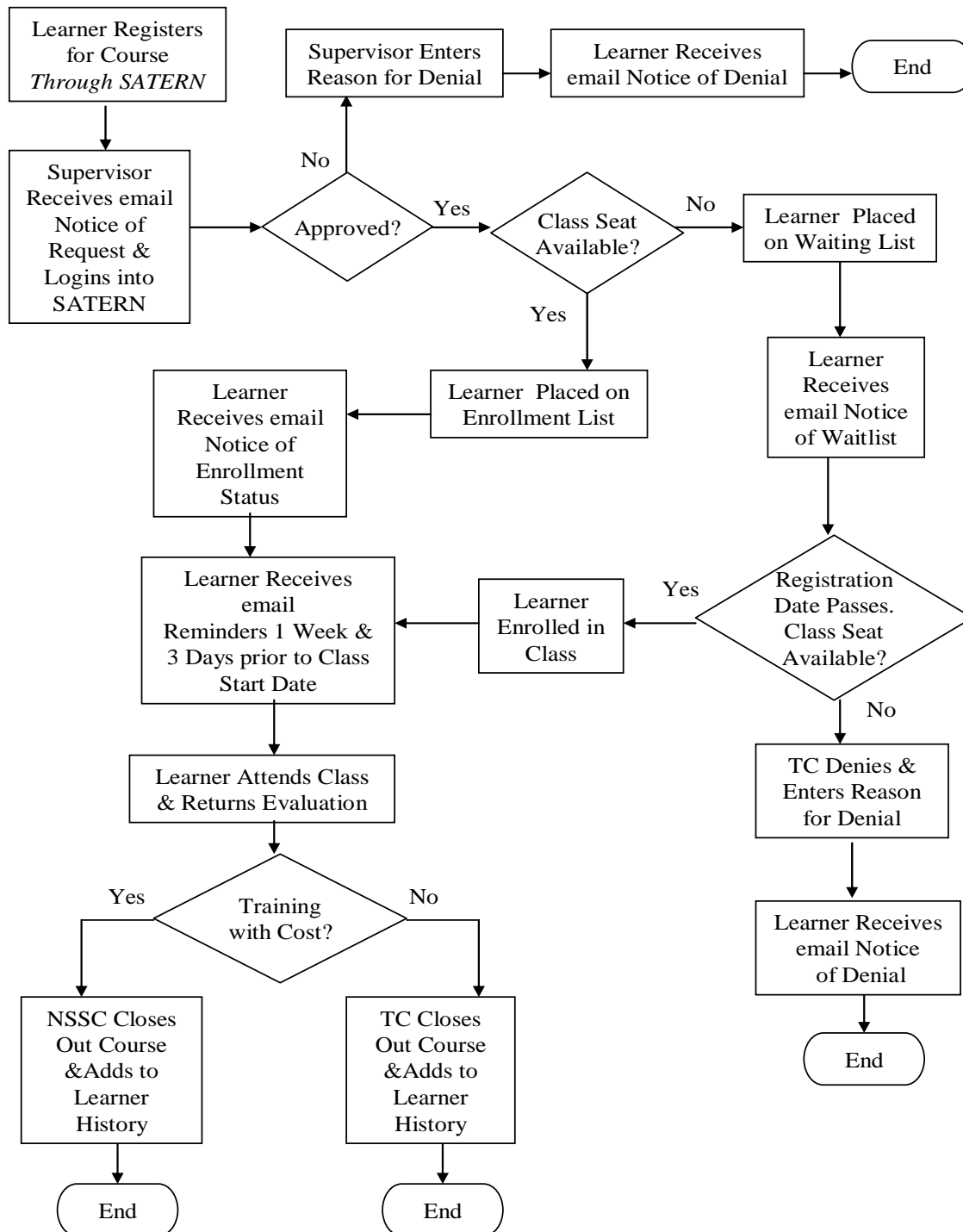
PROCESS C



Organizational Issuance HS40		
Training Office Processes	HS40-OWI-017	Revision: J
	Date: July 23, 2008	Page 9 of 13

INTERNAL TRAINING REQUEST PROCESS:

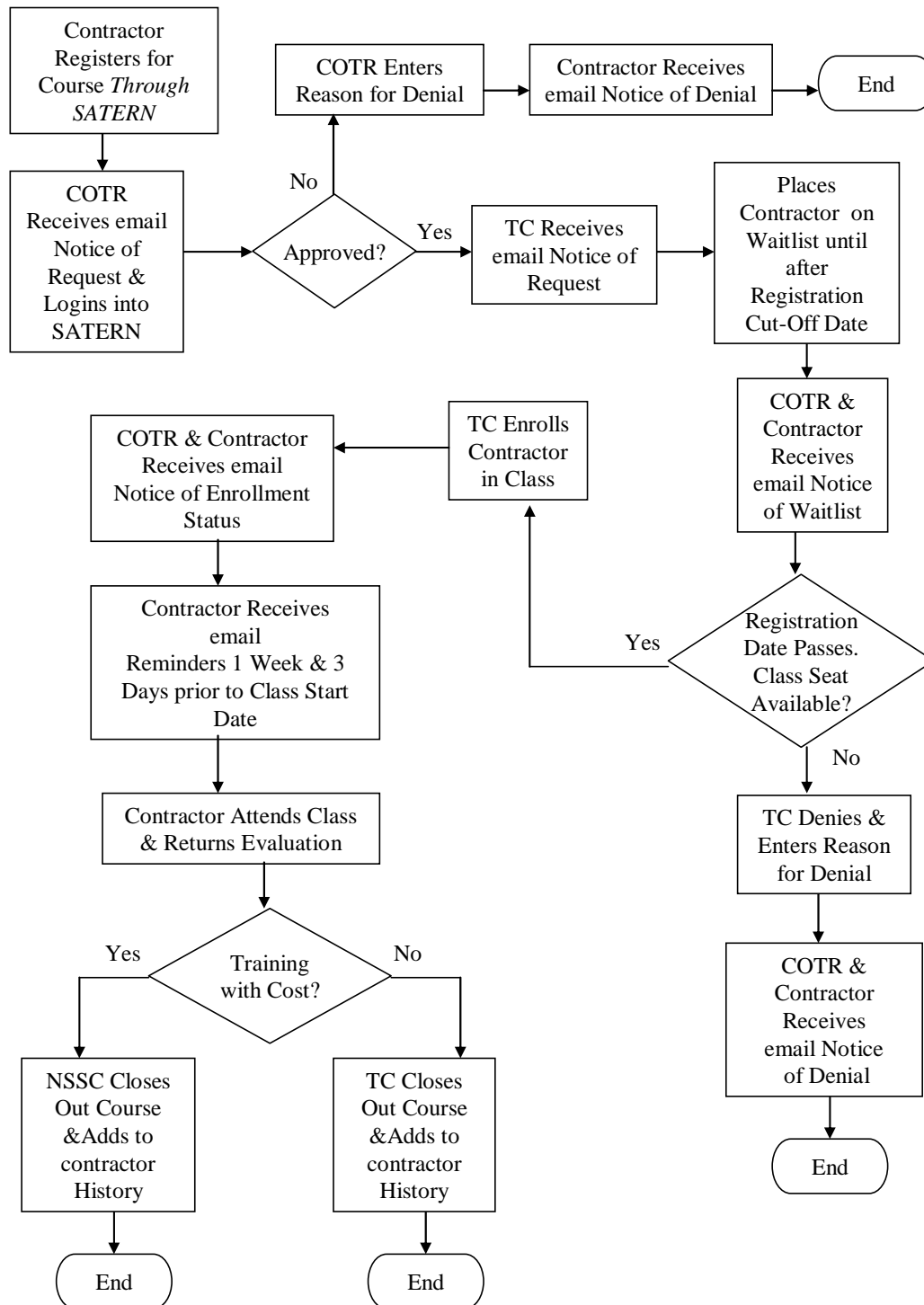
12.2.1 Civil Servant with 1-Step Approval



Organizational Issuance HS40		
Training Office Processes	HS40-OWI-017	Revision: J
	Date: July 23, 2008	Page 10 of 13

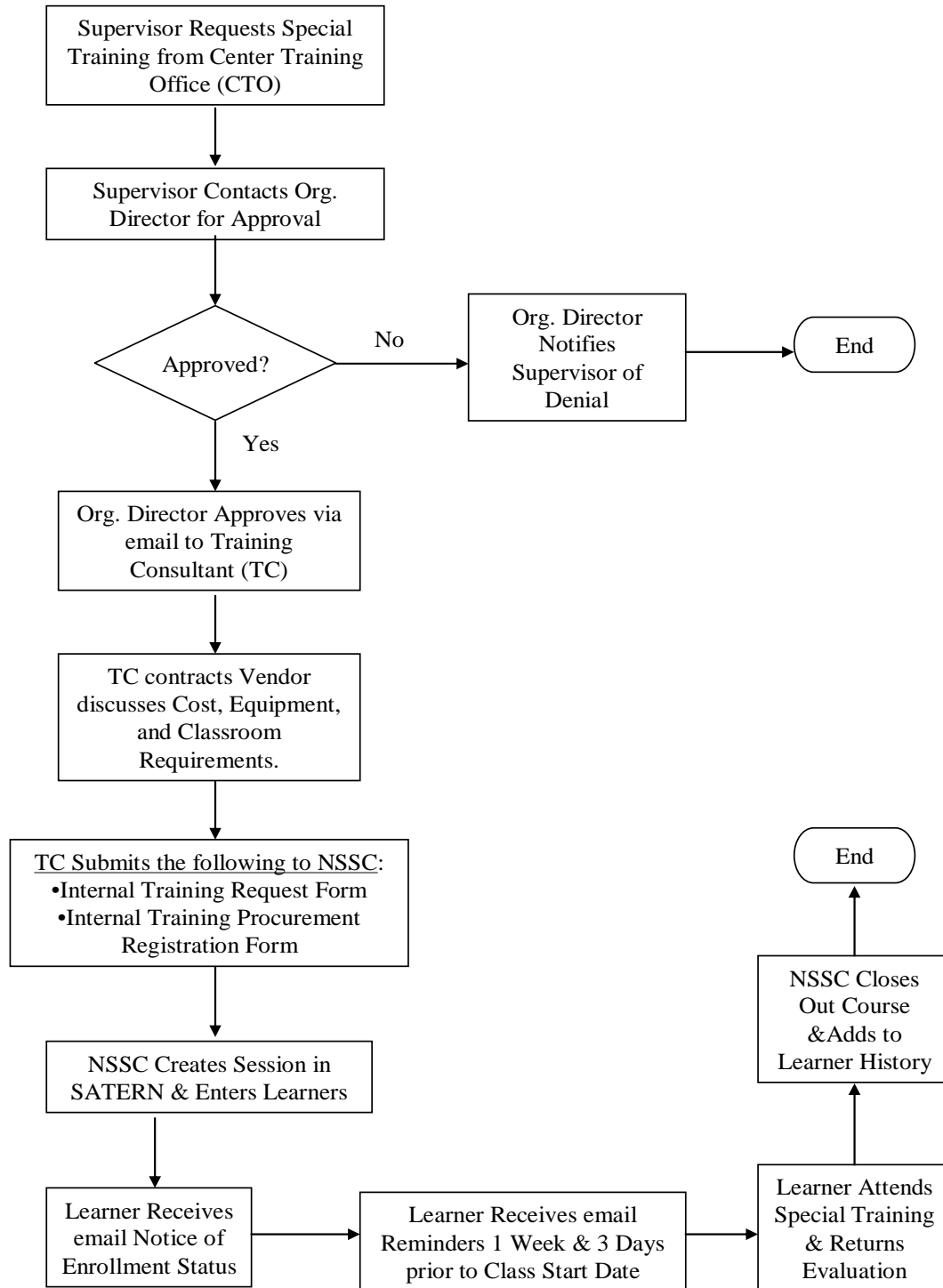
INTERNAL TRAINING REQUEST PROCESS:

12.2.2 Contractor with 2-Step Approval



Organizational Issuance HS40		
Training Office Processes	HS40-OWI-017	Revision: J
	Date: July 23, 2008	Page 11 of 13

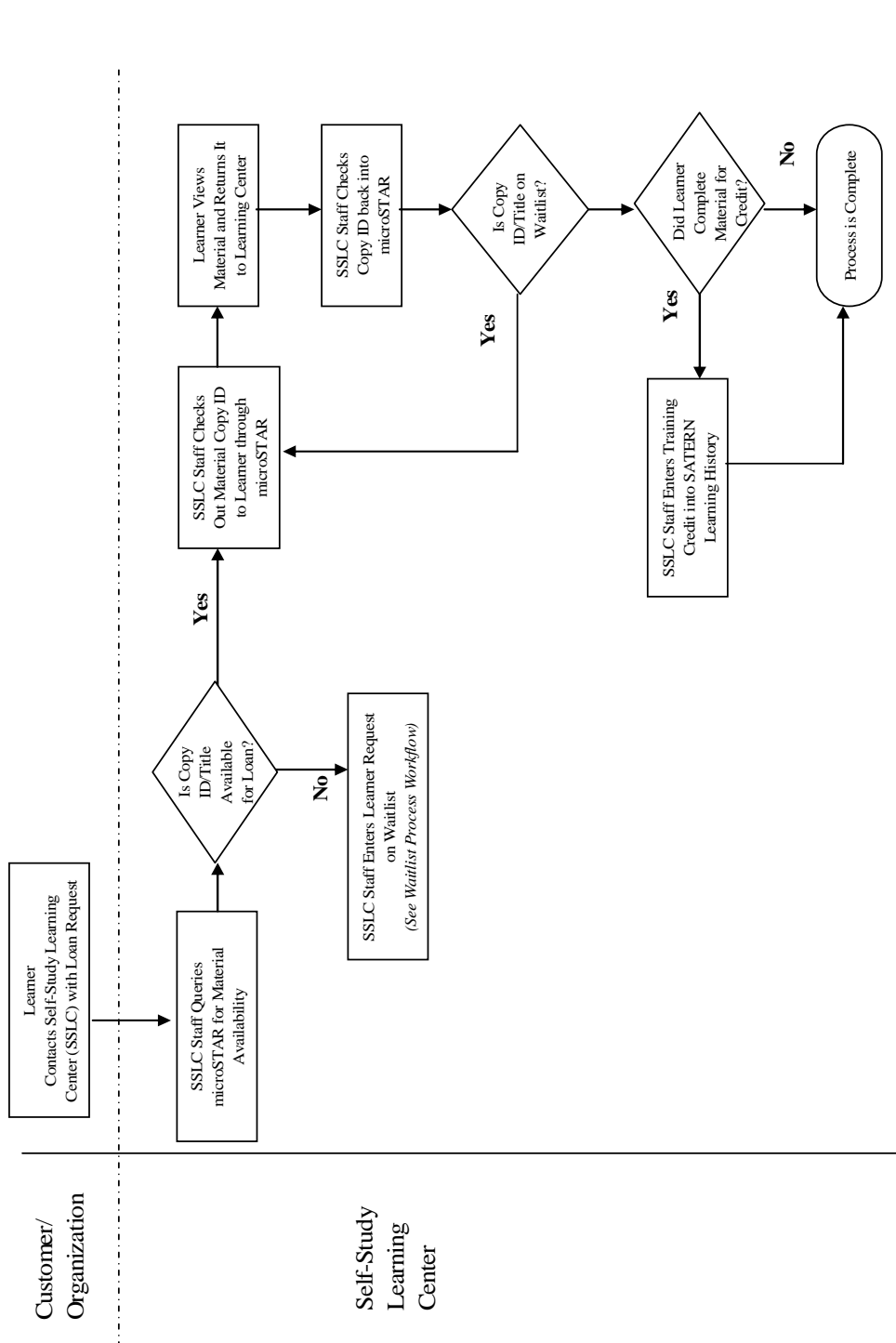
12.3 SPECIAL REQUEST PROCESS: COURSES > \$25K



Organizational Issuance HS40		
Training Office Processes	HS40-OWI-017	Revision: J
	Date: July 23, 2008	Page 12 of 13

12.4 Self-Study Learning Center

12.4.1 Loan Process



Organizational Issuance HS40		
Training Office Processes	HS40-OWI-017	Revision: J
	Date: July 23, 2008	Page 13 of 13

12.4 Self-Study Learning Center

12.4.2 Waitlist Process

